U.S. Department of Commerce

SUBCONTRACTING PLAN OUTLINE

Last update: March 2006

The Federal Acquisition Regulation (FAR) Subpart 19.7, the Small Business Subcontracting Program, requires large business concerns (also known as other-than-small business concerns), who are apparently the successful offerors, to submit an acceptable subcontracting plan that identifies the total planned dollars and percentage of the acquisition to be subcontracted to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. This subcontracting plan outline is offered as guidance for developing a subcontracting plan that complies with Public Law 95-507 and FAR Subpart 19.7.

The respective FY06 and FY07 U.S. Department of Commerce subcontracting goals are:

Small business	40.00%
Small disadvantaged	16.99%
Women-owned small	8%
HUBZone small	3%
Veteran-owned small business	3%
Service-disabled veteran-owned	3%

These target goals are to be applied to the overall value of the acquisition. If assistance is needed to locate small business sources, contact the Office of Small and Disadvantaged Business Utilization (OSDBU) at (202) 482-1472.

Offeror/Contractor Identification Data

Company Name:	
CCR #:	
Dunn & Bradstreet #:	
Address:	
Solicitation #:	Date Prepared:
Item/Service:	

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Amendment 001

Place of Performance:	DOC Subcontracting 1 am Outil
1. TYPE OF PLAN (Check only one	2)
**	pe of plan, all elements are developed specifically for this e full term of this contract (including option periods).
are standard. The master plan sha	plan, goals are developed for this contract; all other elements all be effective for a 3-year period after approval by the n, when incorporated in an individual plan, shall apply to that e contract.
off-the-shelf commodities to many initial agency on a company-wide only during the year approved. To approval, AND MUST SUBMIT (via the federal government's web	ype of plan is used when the contractor sells large quantities of my Government agencies. Plans/goals are negotiated with the elbasis rather than for individual contracts. The plan is effective the contractor must provide a copy of the initial agency of THEIR ANNUAL SUBCONTRACTING REPORT DATA be based Electronic Subcontracting Reporting O COMMERCE WITH A BREAKOUT OF TED FOR COMMERCE.
Total dollar value of the acquisition, inclu	luding all options: \$
Base Period	\$
1 st Option Period	\$
2 nd Option Period	\$
3 rd Option Period	\$
4 th Option Period	\$

3. GOALS

FAR 19.704 (a) (1) and (2) requires separate dollar and percentage goals for using small business concerns, small disadvantaged, women-owned small, HUBZone small business concerns, veteran-owned, and service disabled veteran-owned small business concerns, as subcontractors for the base year and each option year.

A. Total estimated value of all planned subcontracting, including small and other than

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small business concerns, based on the overall value of the acquisition:

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1st Option Period		
E. Estimated val	ue of planned subcontracting to qu	alified HUBZone small concerns is:
4th Option Period	\$	%
3rd Option Period	\$	% %
2nd Option Period	\$	%
1st Option Period	\$	%
Base Period	\$	%
D. Estimated val	lue of planned subcontracting to we	omen-owned small concerns is:
4th Option Period	\$	%
3rd Option Period	\$	
2nd Option Period	\$	% %
1st Option Period	\$	%
Base Period	\$	%
C. Estimated val	lue of planned subcontracting to sn	nall disadvantaged business
4th Option Period	\$	%
3rd Option Period	\$	% %
2nd Option Period	\$	%
1st Option Period	\$	%
Base Period	\$	%
		S IN C, D, E, F, and G BELOW.)
B Estimated value*	of planned subcontracting to smal	I husiness concerns is:
4th Option Period	\$	%
3rd Option Period		
2nd Option Period	\$	% %
1st Option Period	\$	%
Base Period	\$	%
D D 1 1	d)	^ /

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		DOC Subcontracting Plan Outline	
2nd Option Period	\$	%	
3rd Option Period	\$	%	
4th Option Period	\$	%	
F. Estimated valu concerns is:	ue of planned subcontracting to		ludes service disabled
	ue of planned subcontracting to	Deleted: (which inc	ludes service disabled
concerns is:	\$\$	Deleted: (which incomall)	eludes service disabled
concerns is: Base Period 1st Option Period	\$\$	Deleted: (which incomall)	ludes service disabled
concerns is:	\$\$ \$\$ \$\$	Deleted: (which incomall)	ludes service disabled

G. Estimated value of planned subcontracting to qualified **service disabled veteran-owned** small concerns is:

Base Period	\$ %
1st Option Period	\$ %
2nd Option Period	\$ %
3rd Option Period	\$ %
4th Option Period	\$ %

Note: If any contract has more than five option periods, please attach additional sheets showing dollar amounts and percentages.

H. Products and/or services to be subcontracted under this contract, and the types of businesses supplying them are: (Check all that apply on 'Table A' and attach additional sheets as necessary).

Table A

Business Size or Category

Subcontracted Product/Service	CLIN (Contract Line Item Number)	LARGE	SMALL	SMALL DISADV	WOMEN- OWNED	HUBZONE	VETERAN - OWNED	SERVICE- DISABLED VETERAN- OWNED

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I. Explain the methods used to develop the subcontracting goals. Explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and
service-disabled veteran-owned small businesses were determined, and how the capabilities of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small businesses were determined. Identify all source lists used in the
determination process.
J. Indirect and overhead costs HAVE BEEN HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above. (Check one)
K. If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, small disadvantaged, women-owned small, HUBZone small, veteran- owned, and service-disabled veteran-owned small business concerns.
4. PROGRAM ADMINISTRATOR
FAR 19.704(a)(7) requires information about the company employee who will administer the subcontracting program. Please provide the name, title, address, telephone number, position within the corporate structure and the duties of that employee.
Name: Title:
Address: Telephone:

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2010 Census	Comr	nunications	Cam	paign	Contract
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Attachment J.6

DOC Subcontracting Plan Outline

Position:

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<u>Duties:</u>	Does the individual named above perfor	m the following?	
A.	company's/division's support for awar disadvantaged, women-owned small, I veteran-owned small business concern		
	YES	NO	
В	small, HUBZone small, veteran-owned concerns from all possible sources.	st of small, small disadvantaged, women-owned d, and service-disabled veteran-owned small business	
	YES	NO	
C.	Ensuring periodic rotation of potential		
	YES	NO	
veter	an-owned, and service-disabled veteran 'list for every subcontract solicitation fo	ed, women owned small, HUBZone small, rowned small businesses are included on the or products and services they are capable ofNO	
E.		'packages' are designed to permit the maximumNO	possible partici
rest	rict or prohibit small, small disadvantage ned, and service-disabled veteran-owned	emove statements, clauses, etc., which might tend to ed, women-owned small, HUBZone small, veterand small business participation. NO	
	selecting any low bids submitted by small	sal review board documents its reasons for not all, small disadvantaged, women-owned small, ervice-disabled veteran-owned small business	
	YES	NO	
Н.	Overseeing the establishment and main records.	tenance of contract and subcontract award	
	YES	NO	

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I.	 I. Attending or arranging for the attendance of co Workshops, Minority Business Enterprise Se 	- ·
	YES	NO
J.	J. Directly or indirectly counseling small, small of small, veteran-owned, and service-disabled veteran-owned subcontracting opportunities and how to prepare YES	reteran-owned small business concerns on
K		
L	L. Conducting or arranging training for purchasing Public Law 95-907 on purchasing procedures	
	YES	NO
M	M. Developing and maintaining an incentive prog subcontracting program. YES	gram for buyers which supports theNO
N	N. Monitoring the company's performance and achieve the subcontract plan goals YES	making any adjustments necessary toNO
O	O. Preparing and submitting timely reports. YES	NO
P	P. Coordinating the company's activities during YES	compliance reviews by Federal agenciesNO
5. E(EQUITABLE OPPORTUNITY	
small vetera	all disadvantaged, women owned small, HUBZor	orts your company will make to ensure that small, ne small, veteran-owned, and service-disabled equitable opportunity to compete for subcontracts.
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A. Outreach efforts to obtain sources:
Contacting minority and small business trade associations Contacting business development organizations Attending small and minority business procurement conferences and trade fairs Requesting sources from the Small Business Administration's <i>Dynamic Small Business Search</i> (formerly known as PRO-Net)
B. Internal efforts to guide and encourage purchasing personnel:
Presenting workshops, seminars and training programs Establishing, maintaining and using small, small disadvantaged, womenowned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business source lists, guides and other data for soliciting subcontracts Monitoring activities to evaluate compliance with the subcontracting plan
C. Additional efforts: (Please describe)

6. CLAUSE INCLUSION AND FLOW DOWN

FAR 19.704 (a)(9) requires that your company include FAR 52.219-8, "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) to adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan."

Your company agrees that the clause will be included and that the plans will be reviewed against the minimum requirements for such plans. The acceptability of percentage goals for small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns must be determined on a case-by-case basis depending on the supplies and services involved, the availability of potential small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business subcontractors

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and prior experience. Once the plans are negotiated, approved, and implemented, the plans must be monitored through the submission of individual and summary subcontracting reports via the federal government's web-based Electronic Subcontracting Reporting System...http://www.esrs.gov.

7. REPORTING AND COOPERATION

* FAR 19.704 (a) (10) requires that your company (1) cooperate in any studies or surveys as may be required, (2) submit periodic reports which show compliance with the subcontracting plan; (3) submit Standard Form SF 294, "Subcontracting Reports for Individual Contracts", and SF 295, "Summary Subcontract Report," in accordance with the instructions on the forms, except the **original** shall be mailed to the contracting officer and a **copy** to the Office of Small and Disadvantaged Business Utilization; and (4) ensure that subcontractors agree to submit SF 294 and SF 295.

These reports must be received within 30 days after the close of each calendar period. That is:

Calendar Period 10/0103/31	Report Due SF 294	Date Due 04/30	Send Report To contracting officer with copy to OSDBU
04/0109/30	SF 294	10/30	contracting officer with copy to OSDBU
10/0109/30	SF 295	10/30	contracting officer with copy to OSDBU

OSDBU address is:

U.S. Department of Commerce
Office of Small and Disadvantaged Business Utilization
14th & Constitution Ave., N.W.
HCHB, Room H-6411
Washington, DC 20230

* (Calendar Year 2005) The U.S. Small Business Administration has identified and will submit changes to the Federal Acquisition Regulation (FAR) Council. The changes are needed to implement the federal government's web-based Electronic Subcontracting Reporting System... www.esrs.gov. The system will replace the papercopy SF294 and SF295.

8. RECORD KEEPING

FAR 19.704 (a) (11) requires a description of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting

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plan. (Check all that apply)	
A. Small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service- disabled veteran-owned small business concerns source lists, guides, and other data identifying such vendors	
YES NO	
B. Organizations contacted for small, small disadvantaged, women-owned small, HUBZone small,	
veteran-owned, and service-disabled veteran-owned small business sources.	
C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; (3) whether women-owned small businesses were solicited, and if not, why not; (4) whether	Formatted: Bulletsand Numbering
HUBZone small businesses were solicited, and if not, why not; (5) whether veteran owned (including service disabled veteran-owned) small businesses were solicited, and if not, why not, and (6) reasons for the failure of solicited small, small disadvantaged, women owned small,	
HUBZone small, and veteran-owned (including service-disabled veteran-owned) small business	
concerns to receive the subcontract award	
YES NO	
D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conference and trade fairs YES NO	
E. Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards, and (2) monitor activities to evaluate complianceYESNO	
F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size and ownership status of each subcontractor. (This item is not required for commercial subcontracting plans).	
YES NO	
G. Other records to support your compliance with the subcontracting plan: (Please describe)	
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9. TIMELY PAYMENTS TO SUBCONTRACTORS

FAR 19.702 requires company to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns.

Your company has established and uses such procedures: YES NO

10. DESCRIPTION OF GOOD FAITH EFFORT

Maximum practicable utilization of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business concerns as subcontractors in Government contracts is a matter of national interest with both social and economic benefits. When a contractor fails to make a good faith effort to comply with a subcontracting plan, these objectives are not achieved, and 15 U. S. C. 637 (d) (4) (F) directs

that liquidated damages shall be paid by the contractor. In order to demonstrate your compliance with a good faith effort to achieve the small, small disadvantaged, women-owned small, HUBZone small, veteran-owned, and service-disabled veteran-owned small business subcontracting goals, outline the steps your company plans to take. These steps will be negotiated with the contracting officer prior to approval of the plan.

11. REQUIRED SIGNATURES

This subcontracting plan was submitted by

This subconducting plan was submitted by.
Signature:
Typed Name:
Title:
Date:
This subcontracting plan was reviewed by:
Signature:
Typed Name:
Title: Contracting Officer
Date:
This subcontracting plan was reviewed by:
Signature:
Typed Name:
Title: Small Business Administration Representative
Date:

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This subcontracting plan was reviewed by.
Signature:
Typed Name:
Title: Office of Small and Disadvantaged Business Utilization
Date:
This subcontracting plan was accepted by:
Signature:
Typed Name:
Title: Contracting Officer

Date: